



DEPARTMENT OF EMPLOYMENT SERVICES

Marion Barry Youth Leadership Institute (MBYLI)

JOB DESCRIPTION FOR FACILITATOR-IN-TRAINING

The Marion Barry Youth Leadership Institute (MBYLI) is a four-level year-round leadership training and development program for young people in the District of Columbia, ages 14-19. The MBYLI training model emphasizes practical hands-on experience and a holistic approach to developing leaders of the 21st century. Conducting the summer training component from June 29, 2020 to August 7, 2020 on the campus of a university in the District of Columbia provides an optimal environment for MBYLI to service over 350 participants.

During the Summer Intensive Training (SIT) component, youth in the District of Columbia engage in training designed to advance their leadership development and employability skills. The youth are case managed through skill assessments for their performance during the SIT and in preparation for their eligibility for the School Year Program (SYP) component of MBYLI.

STAFF RESPONSIBILITIES

The Facilitator-In-Training (FIT) position requires superior verbal and written skills to be utilized for the advancement of MBYLI. Responsibilities include, but are not limited to:

- Creatively implement the MBYLI Summer Curriculum
- Utilize supplies provided by Program Assistants to maximize the training experience
- Mediate conflict with Participants and Program Assistants
- Use discernment on escalating behavioral conflict to Level Lead
- Facilitate each training session and guide Program Assistants in building confidence co-leading
- Constructively work as part of a team unit while individually facilitating sector assignments
- Inspire and facilitate participant growth in leadership development
- Know each participant individually
- Create a meaningful summer experience for every participant
- Promote civic engagement, community service, self-confidence, and self-esteem
- Attend all daily staff meetings
- Chaperone all division service learning, offsite, and overnight residential experiences
- Effectively communicate with co-workers, supervisors, parents, and youth
- Productively follow instructions while displaying a willingness to develop facilitation skillset
- Write SIT Case Notes and teach Program Assistants effective case management techniques
- Ethically handle & administer sensitive data (signing-in, time & attendance processing, etc.)
- Other duties as assigned
- Evaluating all program assistants under their supervision

QUALIFICATIONS

- Registered, Certified, and Completed Status with the 2020 MBSYEP
- High School Diploma/GED
- District of Columbia Government issued Background Check (Tentatively Selected Candidates)

AVAILABILITY

- Staff Orientation: June 22, 2020 – June 26, 2020
- Tour of Duty: June 29, 2020 – August 7, 2020



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Marion Barry Youth Leadership Institute (MBYLI)

JOB DESCRIPTION FOR PROGRAM ASSISTANT

The Marion Barry Youth Leadership Institute (MBYLI) is a four-level year-round leadership training and development program for young people in the District of Columbia, ages 14-19. The MBYLI training model emphasizes practical hands-on experience and a holistic approach to developing leaders of the 21st century. Conducting the summer training component from June 29, 2020 to August 7, 2020 on the campus of a university in the District of Columbia provides an optimal environment for MBYLI to service over 350 participants.

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STAFF RESPONSIBILITIES

The Program Assistant position requires excellent verbal and written skills to be utilized for the advancement of MBYLI. Responsibilities include, but are not limited to:

- Inspire and facilitate participant growth in leadership development
- Know each participant individually
- Create a meaningful summer experience for every participant
- Promote civic engagement, community service, self-confidence, and self-esteem
- Assist trainers in creatively implementing MBYLI Curriculum
- Ensure supplies are available for trainers and participants during training
- Compile and distribute all required training materials
- Mediate participants needing assistance while trainers are facilitating training
- Co-lead a minimum of four training sessions per week
- Constructively work as part of a team unit
- Attend all daily staff meetings
- Chaperone all division service learning, offsite, and overnight residential experiences
- Effectively communicate with co-workers, supervisors, parents, and youth
- Productively follow instructions and display willingness to learn
- Assist in writing SIT Case Notes
- Ethically handle & administer sensitive data (signing-in, time & attendance processing, etc.)
- Other duties as assigned

QUALIFICATIONS

- Registered, Certified, and Completed Status with the 2020 MBSYEP
- High School Diploma/GED
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AVAILABILITY

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Marion Barry Youth Leadership Institute (MBYLI)

JOB DESCRIPTION FOR PROGRAM MONITOR

The Marion Barry Youth Leadership Institute (MBYLI) is a four-level year-round leadership training and development program for young people in the District of Columbia, ages 14-19. The MBYLI training model emphasizes practical hands-on experience and a holistic approach to developing leaders of the 21st century. Conducting the summer training component from June 29, 2020 to August 7, 2020 on the campus of a university in the District of Columbia provides an optimal environment for MBYLI to service over 350 participants.

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STAFF RESPONSIBILITIES

The Program Monitor position requires excellent verbal and written skills to be utilized for the advancement of MBYLI. Responsibilities include, but are not limited to:

- Complete emergency preparedness trainings
- Understand safety and compliance protocols
- Abide by all DC Government rules, regulations, and laws while employed
- Stand for long periods of time in various weather conditions
- Maintain a punctual and flexible work schedule
- Use sound judgement to react in critical situations
- Handle participant encounters using conflict resolution tactics
- Be knowledgeable of all MBYLI programs
- Create a meaningful summer experience for every participant
- Promote civic engagement, community service, self-confidence, and self-esteem
- Constructively work as part of a team unit
- Attend all daily staff meetings
- Chaperone select service learning, offsite, and overnight residential experiences
- Effectively communicate with co-workers, supervisors, parents, and youth
- Productively follow instructions and display willingness to learn
- Record and file incident reports
- Ethically handle & administer sensitive data
- Other duties as assigned

QUALIFICATIONS

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- High School Diploma/GED
- District of Columbia Government issued Background Check (Tentatively Selected Candidates)

AVAILABILITY

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Marion Barry Youth Leadership Institute (MBYLI)

PROGRAM STAFF APPLICATION PROGRAM YEAR 2020

Applicants must be residents of the District of Columbia, be registered and certified for the 2020 Marion S. Barry Summer Youth Employment Program, 18 to 24 years of age, and have a High School Diploma/GED. For more additional information, please contact david.williams3@dc.gov.

Deadline to submit the Program Staff Application is Friday, March 27, 2020.

PERSONAL INFORMATION *(Please print or type.)*

Name

(Last)

(First)

(Middle)

Home Address _____ Apt. # _____

(City)

(State)

(Zip Code)

Ward _____

Last Four of SSN _____ Telephone No. (_____) _____

Birth Date ____/____/____ Gender Male ____ Female ____ Email: _____

Parent/Guardian's Name _____ Relationship _____

Home Telephone No. (_____) _____ Cell (_____) _____

Name of College, University, School, or Vocational Program you are or will be attending this Fall:

_____ Classification _____

In case of emergency, list a secondary contact.

Name _____ Relationship _____

Home Telephone No. () _____ Cell () _____

How did you learn about this position?



DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

HEALTH INFORMATION

Do you have any medical or physical conditions that would affect your participation in certain activities?

☐ **Yes** ☐ **No**

If yes, explain. _____

Do you have any dietary restrictions? (medical, religious, other) ☐ **Yes** ☐ **No**

If yes, explain. _____

Do you have any allergies? ☐ **Yes** ☐ **No**

If yes, explain. _____

Are you currently taking any prescription medication? ☐ **Yes** ☐ **No**

If yes, explain. _____

OPEN RESPONSES

Submit typed responses by answering each section with the appropriate headings and question number. Answer each question with full sentences and include your resume as an attachment.

WORK EXPERIENCE/VOLUNTEER EXPERIENCE

1. List and explain all work experience you have with young adults (ages 14-19).
2. Provide an example of your ability to mediate conflict between young adults (ages 14-19).

TALENTS AND INTERESTS

1. What activities or interests are you involved in that can contribute to engaging our youth leaders and serving as a mentor?
2. How do your talents, interests, and activities make you a good fit for the position?

CAREER GOALS

1. Describe your career plans. What do you want to achieve with your career?
2. What experience are you seeking to gain from MBYLI to advance your career goals?

PERSONAL STATEMENTS

1. What life experiences have prepared you to serve in the capacity of a Program Staff (Program Assistant, Program Monitor, or Facilitator-In-Training) with the Marion Barry Youth Leadership Institute (MBYLI) and how will it help you contribute to our purpose and mission? **(8 Sentence Minimum Required)**

2. Beyond what has been shared in your application, what do you believe makes you stand out as a strong candidate for this position? **(8 Sentence Minimum Required)**

RANKING FACTOR

1. Provide examples of work-related instances in which you had to write, edit, and present information to subordinates, peers, and supervisors.

Refer to link for formatting: <https://cfo.dc.gov/page/about-ranking-factors>

Ranking Factor questions are used to obtain additional information regarding an applicant's specialized experience. Specifically, applicants must demonstrate their knowledge, skills, and abilities relative to the position for which they are applying. Serving as a preparatory tool for applying to DC Government Jobs, please type an appropriate response.

Check the position for which you are applying: (Select One Position)

- ☐ Program Assistant
☐ Program Monitor
☐ Facilitator-In-Training

Please check your shirt size (one size only)

☐ Small ☐ Medium ☐ Large ☐ X-Large ☐ XX-Large ☐ XXX-Large ☐ XXXX-Large

My signature affirms the completeness and accuracy of all of the information I have provided in this application.

Applicant Signature

Date

NOTE: Applications are NOT permitted to be submitted electronically. Hard Copy applications must be submitted in person. Open Response and Resume submissions should be submitted electronically.

THE APPLICATION SUBMISSION DEADLINE IS FRIDAY, MARCH 27, 2020.

To apply to MBSYEP, visit summerjobs.dc.gov.

The Marion Barry Youth Leadership Institute (MBYLI) must receive your completed application materials by the deadline date - Friday, March 27, 2020. MBYLI is located on the 2nd floor at 4058 Minnesota Ave N.E., Washington DC 20019. When submitting a hard copy, please submit your completed application materials directly to a designated MBYLI Representative within the Office of Youth Programs.